



## Checklist for Successful Completion of the STaR Chart (For Campus Administrators)

Use the following step-by-step checklist for successful completion of the TEA mandated Texas STaR Chart. Help on many of the following steps can be found on the Instructional Technology & Learning Services STaR Chart Website. The direct link is <http://saisd.pbworks.com/STaR-Chart>. Check off each step as it is completed:

\_\_\_\_ Know your **Campus Username**. It is a combination of the SAISD Organization code (015907) and your campus TEA code. Add your campus TEA code to the end of the following 015907 \_\_\_\_ for your campus username, for example, Arnold 015907101, Austin Academy 015907102, Baskin Academy 015907105.

\_\_\_\_ Know your **Campus Password**. This is not known to anyone locally. To secure this password, send for it using the instructions located on the ITLS STaR Chart webpage (Administrator Section). Click on the "I don't know my password" link.

\_\_\_\_ Make sure your username and password work correctly. Go to the following site and login: <http://starchart.esc12.net/login.aspx>

\_\_\_\_ Once you are logged into the campus page, select the **Teacher List** link from the four options listed between the STaR Chart page header and the Campus name.

Verify the roster of teachers and librarians to complete the STaR Chart. Only teachers and librarians are to complete this survey.

\_\_\_\_ If teachers are listed who are no longer on your campus, click the edit option at the end of their name → remove the green check from "Active teacher" on the next page → click on Update. The teacher will be removed when you are returned to the list of teachers.

\_\_\_\_ If there are new teachers to the campus who are not listed, add them to the list by entering their First and Last names in the appropriate boxes just above the roster of teachers and click on the Add Teacher button. They will be added but will need to follow a special set of instructions. Those instructions are labeled "New Teachers to SAISD or your Campus" on the ITLS STaR Chart webpage (Teacher & Librarian section).

\_\_\_\_ Provide each faculty member with their Username, found on the roster above, the login URL, <http://starchart.esc12.net/login.aspx>, and the deadline for completion, which is **Tuesday, October 26, 2010**

Also provide them with the ITLS STaR Chart webpage, <http://saisd.pbworks.com/STaR-Chart>, where helpful files can be found, as these may be of value to them, especially if they have forgotten their password.

\_\_\_\_ After the teachers are 100% complete, login as above and select the **Campus STaR Chart** link and complete it. The deadline for completion for the Campus STaR Chart is **Friday, November 5, 2010**

Begin by clicking on the **Begin** button. Read each statement and enter the appropriate response for each. The number in parenthesis is the campus average for your staff. See “Instructions for Submitting the Campus STaR Chart” on the ITLS STaR Chart webpage (Administrator section), if you need further help.